

**PARK COUNTY
POSITION DESCRIPTION**

I. POSITION IDENTIFICATION

Title: Operating Engineer/ Assistant Mechanic

Work Unit: Road and Bridge Department

Supervisor: Road and Bridge Supervisor

Current Classification:

Pay Grade: 14 (Salary Range \$11.50 \$14.40 \$17.30)

Non – Exempt

II. ASSIGNED DUTIES AND TASKS

Position overview:

Position is responsible for the operation and maintenance of county roads and bridges. Works along with the Shop Mechanic to assist in the repair and maintenance of the vehicle/equipment fleet.

The Operator duties listed below makes up at least 50% of the duties of this position and Mechanic duties along with other duties make up the balance of 50%. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.

Operator Duties:

- A. Road and Bridge Duties;** Operators carry out all directions of the Road and Bridge Supervisor in a timely manner. Position provides road and street construction and repair. On a daily basis inspect work areas to determine type of work required and materials and equipment to be used. The position operates equipment such as, but not limited to, trucks, backhoes, loaders, sanders, asphalt equipment, graders and/or other equipment in a safe and efficient manner. Must use knowledge of methods, practices and materials used in road construction and maintenance.
- B. Reports and record keeping.** Operators are required to maintain time, production, and equipment inspection records with accuracy and in a timely manner.

Mechanic Duties:

- C.** Assists with scheduling vehicles and equipment needing service, repairs, warranty work or updates with regard to Road and Bridge priorities. Completes work orders for completed repairs. Keeps individual equipment repair and maintenance records.
- D.** Assists with completing vehicle repair processes in a timely, efficient and accurate manner. May perform work on vehicles from other county departments at the discretion of the Road and Bridge Supervisor. May prepare invoices to bill those departments for services and parts.
- E.** Assist with ordering parts for repairs and maintains inventory. May obtain pricing for parts and places orders for other departments. Assist with the preparation of annual parts inventory.
- F.** Keeps shop clean and organized.
- G. OTHER DUTIES AS ASSIGNED:** as requested by supervisor.

III. KNOWLEDGE

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to read and interpret documents such as, but not limited to, safety rules, collective bargaining agreements, blue prints, operating and maintenance instructions, procedure manuals, and/or other documents. Ability to write routine reports and correspondence. Ability to speak effectively and courteously to the public. Must have ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Must be willing to join the union.

Education and Experience

Must have one to two years' related experience and/or training, or equivalent combination of education and experience. Basic welding, chain saw, and tractor mowing experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Commercial Driver's License (Class A, Type 1) with endorsements: tank. Can be obtained within 30 days of hire.

IV. ACCOUNTABILITY

This position makes decisions regarding the road and bridge operations and services of the Road Department. Work requires the interpretation and application of road laws in accordance with Park County policies and applicable laws. Actions and services provided have a direct impact on the financial integrity of the County as a whole. Work is covered by established guidelines, and policy manuals are available.

V. CONFIDENTIALLY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable policies and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that they understand that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and work related problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Park County Commission.

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, parts companies/ vendors and others such as; U.S. Forest Service, Fish, Wildlife and Parks Dept., Montana State Highway Department, etc. in order to be responsive to questions and inquiries regarding roads and bridges.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands or arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and taste or smell. The employee is regularly required to talk or hear.

The employee must lift and/or move up to 100 pounds regularly and occasionally 150 pounds with assistance.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually loud.